

Duties and responsibilities of Officers and staff in Fibre Development and Procurement Department

A) FDP HQ Office, Newsprint Nagar

Sl No	Name and Designation	Duties and responsibilities	Reporting Officer	Remarks
1	Shri. Sanathanan K. Sr. Manager (FDP-P&D) Badge No. 1142	In charge of all work related to Captive plantation, Compound plantation, Horticulture, Legal matters, Liaison work, vehicles and office buildings. Recently, additional charge of Logyard.	DIRECTOR (FINANCE)	
2	Sri. Sasindran Nair M K Sr. Supervisor (FDP) Badge No. 1815	Assisting Sr. Managers in all office functions related to Captive plantations, tendering and processing tenders, imprest, work bills, enlistment and other work as directed.	Sr. Managers	
3	Shri. Rajan MP Supervisor (FDP) Badge No. 2220	Assisting Sr. Managers in all office functions related to Raw materials allotment, tendering, contract coordination, government payments, ISO and enlistment and other work as directed.	Sr. Managers	
4	Shri. Binu K. Badge No.2321 Sr. Inspector	Assisting in office work and other work assigned by Sr. Manager (FDP) from to time.	Supervisor (FDP)	
5	Smt. Kunjamma PP Badge No. 2151 Sr. Assistant Spl. Grade	Vehicles, Purchase at Gate, Despatch, Stenography work and related office work including maintenance of records etc	Sr. Manager (FDP)	
6	Smt. Rajula M Badge No.2167 Sr. Asst. I	Office work in connection with Tendering of extraction and transportation of Pulp wood	Supervisor (FDP)	

B) Thiruvananthapuram Office

7	Smt. Vanaja Kumari B Badge No.2340 Assistant Gr. I	Office work like maintenance of records etc	Sr. Supervisor (FDP & Liaison)	Office work in connection with the liaison work.
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C) FDP Sub Zonal Office, Palode

8	Shri. James Chacko Badge No.1823 Sr. Supervisor (FDP)	In Charge of FDP Sub Zonal Office, Palode.Overall responsibility of extraction of forest raw materials from Thiruvananthapuram area etc	Executive (FDP)	Extraction and supply of 46000 MT of allotted material
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D) FDP Sub Zonal Office, Pathanapuram

9	Shri. Vikraman Pillai S Badge No.1791 Executive (FDP)	In charge of Sub Zonal office at Pathanapuram. Supervision of FDP work in Punalur, Thenmala, Ranni, and Konni Forest Divisions, maintenance of own land plantation at Ranni, Angamoozhy camp, office management etc	Sr. Managers (FDP)	Extraction and supply of 63000 MT of allotted material
10	Shri. Sukesh US Badge No.2590 Supervisor (FDP)	Supervision of field operations and office work in connection with procurement of raw materials and Captive Plantation work at Munnar area.	Executive (FDP)	Assisting the ZO in organizing and supervising the supply-Punalur area
11	Shri. Sreekumara Pillai MB Badge No.1798 Sr. Inspector Spl. Grade I	Supervision of FDP work in the field, office work like maintenance of records and other work assigned from time to time.	Executive (FDP)	Assisting the ZO in supervising the supply-Punalur, Konni areas
12	Shri. Govinda Raj S Badge No.1806 Sr. Inspector Gr.I	Supervision of FDP work in the field, related office work like maintenance of records etc	Executive (FDP)	Assisting the ZO in organizing and supervising the supply

E) FDP Zonal Office, Kulamavu

13	Shri. Sojan George Badge No.1209 Sr. Supervisor (FDP)	In charge of FDP office at Kulamavu and Vandiperiyar offices. Kulamavu and Pambanar Captive plantation - maintenance and extraction work. Local liaison with Forest staff and other connected Departments, administration of zonal office etc	Sr. Managers	Captive Plantation 450 Ha. Kulamavu and Pambanar. Supply of 1000 MT of allotted material from Govt. areas
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F) FDP Zonal Office, Thrissur

14	Shri. Shine G. BadgeNo.2589 Supervisor (FDP)	Supervision of maintenance and extraction of pulpwood from captive plantation and extraction of pulpwood from Government sources, related office work like maintenance of records etc	Sr. Supervisor (FDP)	CP work and supply of material- assisting the ZO
15	Shri. Vinod. CG Badge No. 2316 Sr. Inspector	Supervision of FDP work in the field, related office work like maintenance of records and other work assigned from time to time	Sr. Supervisor (FDP)	Assisting ZO in organizing and supervising contract work

G) FDP Zonal Office, Bhoothathankettu

16	Shri. Paul Johny Badge No.1793 Executive (FDP)	In charge of FDP Zonal Office, Bhoothathan-kettu. Overall responsibility of managing forest raw material contracts, maintenance of HNL Estates under the zone, liaison work with Kerala Forest and other connected Departments, administration of zonal office etc	Sr. Managers (FDP)	Captive plantation: 1080 ha. Supply of 30000 MT of allotted material
17	Shri. Sunny KP BadgeNo.1824 Sr. Inspector Spl. Gr I	Supervision of FDP work in the Nursery and field, related office work like maintenance of records, maintenance of HNL Estates at Neryamangalam, Pooyamkutty etc	Sr. Supervisor (FDP)	Assisting the Zonal officer in the supervision and organizing of work

H) FDP Zonal Office, Munnar

18	PD Madhusoodhanan Nair Supervisor (FDP) Badge No.1814	In charge of Munnar Zonal Office. Overall responsibility of maintenance of Captive Plantations coming under Munnar and Marayoor Sandal Forest Division and extraction of forest raw materials, administration of Zonal Office, liaison work with Kerala Forest and other connected Departments etc	Sr. Managers (FDP)	Captive Plantation: 1000 ha Supply of 13000 MT of wood and reeds allotted from Govt. areas.
19	Shri. Syamkumar S Badge No.2587 Supervisor (FDP)	Supervision of Extraction and transportation and captive plantations and office work in connection with procurement of raw materials and Captive Plantation protection etc	Executive (FDP)	Assisting the Zonal officer in the supervision and organizing of work